

Mahmoud El-Shaprawy

Senior Document Controller

Mob: - 01006800547

Dear Sir,

Please find the resume attached for the offered position. I'm particularly interested in this opening / position, which relates strongly to my **8 years** of experience in documentation tracking and control.

As Document Controller I believe that I meet all the essential criteria for the position. Please find below a summary of my experience and key accomplishments:

- Promote, set up and implement document control procedure, coding system, correspondence controlling & handing over Projects according to the ISO quality applications.
- Monitor and assist site project team on the execution of project to ensure the objective of time, cost and quality are met project procedure and specification by making project documents searchable, updated, well distributed and archived hard and soft copy.
- Instrumental role in coordinating Subcontractors and Construction teams concerning sending and receiving documents, procedures and letters Etc....
- A keen communicator with honed interpersonal, problem solving and analytical abilities.

I am now looking to take up roles in Document controller, I am keen to join your firm due to the new challenge in your project

I appreciate your efforts in taking the time to review my credentials and experience. Looking forward to a positive response.

Thanking you,

Sincerely,

Mahmoud El-Shaprawy

REFERENCE AVAILABLE UPON REQUEST

Social Contacts:

LinkedIn :-
<https://www.linkedin.com/in/dc-mahmoud-elshaprawy>

WhatsApp :-
(+020) 01006800547

E-Mail :-
DC_MEIshaprawy@yahoo.com

Facebook :-
<https://www.facebook.com/MI.shaprawy>

Mahmoud Khamis El-Shaprawy

Why Me?

Because I have enough experience and skills for the job through my work as Coordinator for a period of (8) years of practical experience in the field of Documents Control, the follow up implementation, administrative work are fully aware of Microsoft Office programs, as well as Auto Cad - 2D and Photoshop

I have enough experience in maintain an effective filing and archiving system for paper documents and electronic documents and files in accordance with company and archiving procedures.

Possessing extensive knowledge of : electronic data management systems, supplier document controls, electronic filing systems, final handover and also technical library (incl. codes and standards) etc.

I see with these skills and experience that I can take responsibility for this job and lead the team to achieve what is needed

Software Programs Skills

- Microsoft Office : ●●●●●●
- Adobe Acrobat : ●●●●●●
- AutoCAD : ●●●●
- E-mail Programs : ●●●●●●
- Server Programs : ●●●●●●

El-Behaira / Damanhur / El-Mesaha Gate / El-Basha Tower

+(20) 0100-6800-547

DC_Melshaprawy@yahoo.com

Education : **Licentiate In Law , Alex University**



Work Experience

Senior Document Controller
(General D.C.C.)



LD06 Project- The Gate Tower (The Highest Tower in Almein)-North Cost /Redcon Construction
Alamein New City - **Total Value Of The Project: 6 Billion Egyptian Pounds**

Aug 2019 Up To Now

Senior Document Controller
(Technical Office Department)



MZ Project - (El-Sheikh / Mohammed Ben-Zaid Palace) -North Cost /Hassan Allam Construction
Alamein New City - **Total Value Of The Project: 4 Billion Egyptian Pounds**

Sep. 2017 To Jul 2019 (**First Stage Finished**)

Senior Document Controller
(Technical Office Department)



M4 Project-El-Mansoura4 Project -(Presidential Palace)- North Cost /Hassan Allam Construction
Alamein New City - **Total Value Of The Project: 1.5 Billion Egyptian Pounds**

Jun. 2017 To Jun 2019 (**Finished**)

Senior Document Controller
(Technical Office Department)



M5 Project-El-Mansoura5 Project -(Council Of Ministers)- North Cost /Hassan Allam Construction
Alamein New City - **Total Value Of The Project: 950 Million Egyptian Pounds**

Jun. 2017 To Jun.2019 (**Finished**)

Senior Document Controller
(Technical Office Department)



GRW1 Project - Grand Royal Wedding Hall (The First Class A Wedding Hall in Damanhur City) / Horus Construction
Damanhur City - **Total Value Of The Project: 25 Million Egyptian Pounds**

Nov. 2014 to May. 2017 (**Finished**)

Document Controller
(Technical Office Department)



RD Project - Almaza Resort (The Biggest Resort in Damanhur City) / Horus Construction
Damanhur City - **Total Value Of The Project: 18 Million Egyptian Pounds**

Apr. 2012 to Oct. 2014 (**Finished**)

Work assignments

- Prepare, operate and update document control procedures in line with the Company's Documentation Management System.
- Fulfil document retrieval requests either as directed by employees or clients
- Organize record and archive documents.
- Checking for accuracy and editing documents.
- Reviewing and updating technical documents (e.g. manuals and workflows).
- Copying, scanning and storing documents.
- Receive and process Requests for Information-RFIs, from employees or clients and maintain the requests via tracking logs.
- Review and update technical documents (e.g. manuals and workflows)
- Distribute project-related copies to internal teams.
- Maintain confidentiality around sensitive information and terms of agreement.

Managerial Tasks & Capabilities

- Promote, set up and implement document control procedure, coding system, correspondence controlling & handing over Projects according to the ISO quality applications.
- Initiate and setup procedure "coding system" & control the documents related to the Technical Office, Supply Chain, Contracts, PMO, Project Control, Safety, QA/QC & other departments.
- Ensures effective interactions at a departmental level to efficiently incorporate departmental activities into overall company strategies and quality systems.
- Leading & managing Site Document Controllers in multi projects at different countries.
- Maintaining electronic folders/directories by tracking and retrieval of documents/drawings.

Looking for a position to be an active member and to contribute to overall success of a great company as an influential member of the management team and developing my interpersonal skills and qualifications.

To improve organization performance using my Information and skills.

To seek a professional job opportunity with a reputed organization where in my ability and education will be utilized to the maximum level contributing to the success of the organization and self-growth in the company hierarchy.

Declaration

I hereby assure that the above information furnished by me is true & correct to the best of my knowledge. I hope that the above mentioned particulars will meet your requirements and if given a chance to prove myself,

I assure you that I will do the best to fulfil company's adjectives.

Courses

Normal Courses

Documentations Diploma (ISO 9001/2008)

(The British International Foundation)

From March 2015 to June 2016

Human Resources Management Diploma

(The British International Foundation)

In June 2014

Strengthen Memory Power and Concentration Management Program

(The British International Foundation)

In April 2014

Computer Diploma

(The British International Foundation)

From January 2007 to June 2007

MCSA (Microsoft Certified System Administrator)

(The British International Foundation)

From February 2006 to June 2006

Online Courses

Professional Document Controller

- Lecturer Mr/ Essam Obaid

(10 Hours)

Content: 1. What is Document Control? 2. Different kinds of Document 3. Reasons for issue document

Document Control Software

- Lecturer Mr/ Mohab Zien El-Dein

(14 Hours)

Content: 1. Adobe PDF 2. Excel Equation 3. Mail Programs

Official Documents Control Approval Timings

- Aldarayn Academy

(07 Hours)

Content: 1. Document Numbers and Revisions 2. Document Review and Approval
3. Actions before registering Document 4. Distributing Documents
5. Reporting Requirements from Document Control Systems

Personal Skills

Document Management – Maintain documents – Client Relationship – Methodical & Rigours

Dealing logically with Problems - Positive responsibility – corporative in different teamwork systems

Language

	LISTENING	READING	SPOKEN	WRITING
Arabic	Native			
English	Very Good			
French	In the learning stage			

LinkedIn: www.Linkedin.com/in/Dc-Mahmoud-ElShaprawy